

**Group Engineer**  
**CROS - Operational Services - Highways**  
**Career Progression**  
**Grade 13 - 14**

**Introduction:**

*The Council is committed to investing in the personal and professional development of staff. Career Graded Posts Progression Schemes (CGPSs) support staff in their career aspirations and allows the Council to ensure it has a workforce to deliver high quality services to citizens of Kirklees by having employees with the necessary level of skills and experience.*

**Principles:**

*CGPSs provide a consistent and structured framework to support employees to progress in their chosen career. The schemes identify pre-determined criteria against which employees will be assessed and should be accessible, easy to understand and achievable within the context of the job.*

*Career grades and progression should form part of the overall approach to Performance Management and Performance Appraisal is a fundamental part of this.*

**PROGRESSION SCHEME PROCESS**

You can request consideration for career grade progression after being in post for 12 months.

In order to support you, career grade progression will be discussed as part of overall Performance Management e.g. 1:1 and Performance Appraisal discussions.

To be able to apply for career grade progression, you must be able to demonstrate that you are eligible to be awarded an increment as part of the Performance Appraisal process. In addition, you should be able to demonstrate achievement of your objectives and a commitment to personal and professional development.

You will need to submit the following electronically to your line manager:

- Your current appraisal paperwork.
- Evidence of learning and development
- Case study of recent work – demonstrating your experience, improving your decision making skills, developing your specialist knowledge and your communication skills.

This information will be assessed by a panel of senior officers. You will also be required to attend a meeting where the above information will be discussed in more detail.

The panel will make their decision and this will be signed off by the Team Manager.

You will be advised of the outcome by your line manager. This will be confirmed in writing.

If you are unsuccessful in your submission for progression, you may be “referred” to submit further evidence or “deferred” if it is felt you are not yet ready for progression. If referred, you will have four weeks to submit further information. If deferred, you must wait a further six months before resubmitting a request for progression.

If you disagree with the outcome of the Career Progression you must put your concerns in writing to the Head of Service within 10 days of the sign off.

**To achieve progression you will need to demonstrate:**

**For Group Engineer – Grade 14.**

**As per the Person checklist for entry grade Grade 13 but also demonstrating within the examples, how these have been undertaken consistently and is a normal way of working, with most area showing significant skills and knowledge and in some areas being regarded as a role model, plus:-**

- Can effectively plan, develop, design and evaluate processes/materials for the managing and presenting of information.

**For Group Engineer - Progression through Grade 14**

**As per entry Grade 14, demonstrating within the majority of the examples how these show significant skills and knowledge and that you are regarded as a role model, plus:-**

- Effectively manage the planning, co-ordination, monitoring and the delivery of projects as well as project risks, and takes action on those risks where appropriate.